

Charity Registration No. 1141618

Company Registration No. 07386863 (England and Wales)

WEST WATFORD COMMUNITY ASSOCIATION
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

WEST WATFORD COMMUNITY ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Lynda Bullock Paul Cavallari Susan Ettridge Peter Granger Lisa Howlett Patricia Lee Chinyanta Nkonkomalimba Ethaar El-Emir John Garratt Stephanie Lennox Massimo Trebar
Centre Development Workers	Virginie Jones Pavlina Kingsleigh
Charity number	1141618
Company number	07386863
Principal address	15 Harwoods Road Watford Hertfordshire WD18 7RB
Registered office	15 Harwoods Road Watford Hertfordshire WD18 7RB
Independent examiner	Gary Howard FCA Howard Wilson Chartered Accountants 36 Crown Rise Watford Hertfordshire WD25 0NE
Bankers	Metro Bank PLC One Southampton Row London WC1B 5HA

WEST WATFORD COMMUNITY ASSOCIATION

CONTENTS

	Page
Trustees' report	1 - 8
Statement of trustees' responsibilities	9
Independent examiner's report	10
Statement of financial activities	11 - 12
Balance sheet	13
Notes to the financial statements	14 - 22

WEST WATFORD COMMUNITY ASSOCIATION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report and accounts for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

Objectives

1. The West Watford Community Association (WWCA) is established for charitable objects only. In particular WWCA is established to promote the benefit of the inhabitants of West Watford without distinction of age, sex, race, political, religious or other opinions, by associating the statutory authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for health, recreation and leisure time occupation, with the object of improving conditions of life for the inhabitants.
2. To establish or secure the establishment of a Community Centre (hereinafter called 'the Centre') and to maintain and manage, or to co-operate with any local statutory body in the maintenance and management of such a centre for activities promoted by West Watford Community Association and its constituent bodies in furtherance of the above objects.

WWCA aims to provide services and support to the local community of West Watford in response to their needs. We aim to be accessible to all and to provide a centre for learning, support and social interaction, fostering a community spirit and equality of opportunity.

We will achieve this through: listening to ideas and comments from the local community; providing services, activities, classes and one-off events including those suggested by the local community; offering rooms for hire; website and window posters and volunteering opportunities.

Our objectives for 2020/2021 were:

- Reach more people in the community via new activities and services inspired by the community
- Offer online (virtual) activities, classes and events to help with social isolation, loneliness and mental health
- Establish other social support for those without internet access
- Improve WWCA's on-line presence.
- Encourage partnerships, including the exchange of skills, with other organisations and within the community. Support and promote activities that encourage pride in the locality
- Continue to encourage local people to get involved in helping WWCA and the wider community.
- To re-assess our business plan and activities plan regarding the Covid-19
- Introduce new Zoom activities and monitor uptake.
- To transfer some of our existing activities to Zoom virtual sessions

Public benefit statement

The trustees have paid due regard to guidance issued by the Charity Commission regarding public benefit in deciding what activities the charity should undertake.

Activities

The following services and activities fulfil WWCA's aims and objectives and were provided in this period:

Afternoon Tea with Friends

This monthly group has migrated to meetings on zoom during the pandemic. Volunteer led social group where a different theme is discussed each month.

WEST WATFORD COMMUNITY ASSOCIATION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2021**

Art Group

This popular group provides a tranquil space for people to be creative. During pandemic the structure was changed to suit zoom – a weekly topic was introduced followed by creativity session in that same spirit. When meetings in person were briefly permitted this group met in smaller numbers to pursue their art together. There is not teaching involved but participants support each other to grow creatively in an informal, non-judgemental and friendly setting. It is now widely accepted that the quiet pursuance of creative activities in the company of others increases people's level of well-being and we are committed to provide a range of groups for this purpose. They also supported each other via WhatsApp.

Baby and Toddler Group

It was not possible to have this group however a Whatsapp group was created where mums/carers could support each other.

Community Allotment

The allotment is now family and children friendly with addition of gardening toys, den and raised beds. Children can come and learn about plant growing cycle, help look after them and watch them grow. It played a role during medium restrictions as an outdoors area for families without garden.

Community Coffee Morning

This volunteer run community coffee morning takes place each Monday except for Bank Holidays, mostly on Zoom. People of all ages attend and it is a great place to get to know your neighbours better. For Zoom sessions we introduced a weekly conversation starters to help us get to know each other and to break the ice. Topics can range from current situation, shopping, quizzes to personal life experiences and opinion discussions. Coffee Morning has been a beacon of light for our users who are isolated during the lockdowns, they become closer to people they wouldn't have known so well otherwise.

We also organised a talk by Citizens Advice about Scam Awareness. We held an official Online Lockdown Gallery Opening during one of our coffee mornings. As part of the national drive to combat loneliness the Coffee Morning on Zoom open during the Christmas holiday season.

Crafty Sew and Sews

This fundraising group for keen crafters meets about once a month to discuss what to items to produce for our Handmade Sale events. Much work is also done by these volunteers at home between sessions. They produce high quality handmade items using donated materials. These hand-crafted gifts and goodies are then sold to raise funds for WWCA. Unfortunately, we were not able to hold this bi-annual sales event this year.

Creative Power Group

This craft group took place exclusively on Zoom learning different skills each month working on different project every time. This can be sewing, crocheting or knitting. The Centre supplied and delivered a kit with main materials, patterns and instructions. Attendees then work on the project at their own pace in their own home. After two weeks we met on ZOOM to share ideas and skills, work together and troubleshoot any issues. At the end of the month, second Zoom session is held to finish and showcase the final product. These sessions are designed to encourage skills sharing, improve concentration and create social connections.

Crochet, Knit and Natter

These popular sessions take place twice a month on Zoom and are led by experienced and very patient craft volunteer Christine Ball. Participants work on their own projects, or learn a new skill, in the company of others who enjoy knitting and crochet. Help is on hand if you get stuck with anything or want to learn a new stitch or technique. Group members also enjoy chatting generally and discussing matters of common interest.

WEST WATFORD COMMUNITY ASSOCIATION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2021**

Digital Inclusion for Older People

These weekly sessions on Tuesday mornings are led by volunteer Khalid Haneef, an experienced teacher of adults with a background in IT. With more and more key services having to be accessed on-line it is important that older people can use their laptops, tablets and smart phones to do what they need. Those attending praise Khalid's calm and patient teaching and his clear way of explaining new concepts. This group reduces isolation for older carers, those with disabilities and those older people who live alone. During the lockdown we used WhatsApp to communicate and Khalid was able to call people to help them.

Drop-In

When we are able to briefly reopen, we offer drop-in sessions to those preferring having one to one attention. This can also be arranged via Zoom.

English Conversation for Non-native Speakers

Volunteer led Zoom sessions to help non-native speakers practise their English. We have a volunteer Suzanne, who prepared a topic to be discussed at each session.

Festive Get Together

People of all ages and faith joined us in December on Zoom for a lively zoom gathering and sing-a-song. We enjoyed music from local musician Nij Biswas.

French Conversation

Led by Senior Centre Development Worker, Virginie Jones, who is French, this group meets fortnightly on a Monday evening on Zoom and gives those with good knowledge of the French language the opportunity to practise and improve their French conversation and discussion skills. This becomes another opportunity to socialise, albeit on Zoom, in times of lockdown.

International Women's Day Event

In March 2021 to celebrate International Women's Day a social event was held on Zoom where women shared their favourite female movie industry person including their life, work and music. Sarah Priestly, the curator of Watford Museum, participated and shared her archives about a famous local woman animator, but it was mainly led by our volunteer Val.

Newsletters

We created additional email newsletters to our subscribers. These contained links to signposting, free online events and activities, virtual tours and arts/craft tutorials to help users keep informed, entertained, mentally active and feel socially connected.

Pilates (Women Only)

Experienced fitness instructor Rabina Malik teaches these classes that comprise a series of specific exercises executed on a mat. These classes develop core strength in the abdominals and lower back to improve posture, balance and flexibility. These can also be adapted depending on each member's limitations. For a period, these were run with a limited number of attendees at the Centre with the rest of attendees joining via Zoom. There was not enough interest to run these on Zoom once lockdown was re-introduced.

Upcycling Workshop for Families

Roger Kattenhorn runs this Rocket Making workshop which uses recycled, everyday items found in homes. This session was delivered via Zoom and proved to us even children and craft events are possible to do remotely.

WEST WATFORD COMMUNITY ASSOCIATION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Virtual Social Contacts

During the pandemic we try to keep everyone feel connected, informed and included. We established regular phone calls, one to one zoom sessions and outdoor visits when permitted. Regular social contact, albeit remotely, is vital to alleviate feelings of loneliness which in turn can lead to social isolation and depression. Unfortunately, we see this as an emerging issue.

Virtual Creative Time on Zoom

We establish this group on Zoom where residents can choose to attend as an observer or a presenter. The main purpose of this group is to share skills, knowledge, life experiences and interest and to encourage digital literacy and give those presenting a sense of purpose during lockdown/pandemic. We offer zoom training to everyone involved to make sure they are comfortable in using and understanding Zoom. **Some of the topics covered were:** Local Photographic Nature walks; Plight of The Victorian Children; Life as a Traffic Warden; Appreciating the Sky; Hydrophobia in Watford in 1877; Golden Age of American Cartoons. The sessions provided another haven for socialising and getting to know each other better as well. This project is supported by The National Lottery Community Fund.

Watford Area Memories Group

Over 60s come from all over the area to attend our reminiscence group who usually meets at the community centre on the penultimate Friday afternoon of each month (except August). Experienced reminiscence volunteers gently lead a guided conversation to enable group members to share their memories. Sometimes the meetings have a theme and often group members bring along objects or photos to share with the group to encourage good communication. During the pandemic, this group started off keeping in touch via emails and progressed to eventually meeting on Zoom.

WestWatch

We decide to postpone the full run of WestWatch because of financial insecurity and instead opt for small, local runs of self-printed leaflets and pamphlets.

Zen Meditation and Mindfulness

Practising Zen Meditation is said to help stop the mind rushing about in an aimless (or even a purposeful) stream of thoughts, to improve focus and the ability to prioritize and plan, to restore energy levels and to improve memory. Our group runs on Zoom but still managed to retain personal and friendly feel. This group provides a safe space where people can relieve their anxieties in times of pandemic.

Zoom training

From the start of the pandemic when it became clear that online communication is a necessity, we offered free introduction to zoom with full training in setting up, understanding and using the software safely to all interested residents as well as our volunteers. These sessions were delivered by staff and our Digital Inclusion Lead volunteer Khalid and were performed over the phone. Once the software was successfully downloaded on users' device we arranged a personal zoom meeting for further training until the user became confident in using the software on their own accord.

There are some activities which we normally run but were unable to this year due to the pandemic. These were: Over 50s Exercise; Guitar Group; Yoga; Baby and Toddler Group; West Watford Sing Along and our biggest fundraising event Handmade in West Watford Craft Sale and Vintage Tearoom.

Other Groups using the West Watford Community Centre during this period were:

Alicia Galieni, Textile Artist, who ran Creative Power Group to raise money for WWCA in return for use of some space as her base.

WEST WATFORD COMMUNITY ASSOCIATION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Significant Activities

We have put on one-off events that bring the community together. In 2020-21 these were our Festive Get-Together on Zoom; Guitar Music Fundraising Evening; International Women's Day Evening, Secret Santa for our Craft Groups, Lockdown Gallery for residents to share their artwork on our webpage. Some of these were purely social and some raised much needed funds for the Centre. Throughout the pandemic we offered help with setting up, safe using and understanding Zoom to anyone interested.

We added new short courses to our programme. These were: Creative Power Group; Zen Meditation and Mindfulness; Virtual Social Creative Time on Zoom; Social Telephone Calls and Zoom Training for Residents.

We worked in partnership with others to improve our offer and reach. In particular, with our textile artist in residence Alicia who provides popular workshops for us in return for the use of some space in the community centre and with our local partners (CAB, Police, WBC, W3RT, Veolia) and other stakeholders to help us and users keep informed and able to sign post to the relevant body or community group.

Volunteers

We are particularly keen to encourage people who live, work or volunteer in West Watford to become volunteers with WWCA. Volunteers receive an informal interview, induction and on-going support. We are particularly pleased that many of our activities are volunteer led.

None of the activities and achievements listed above would have been possible without the much valued support of our wonderful volunteers who helped at the events and led workshops for us. Much of our programme is now volunteer led. In 2020-21 twenty-seven volunteers gave 489 hours of their time at the community centre or at WWCA organised events. At the national living wage rate £8.72 this equates to added value of £4,264.08. This doesn't take account of the huge amount of time given by our volunteers at home making items for our craft sales and preparing for workshops, applying for a work-related donation or to fundraise money by selling a donated bike on e-bay.

We were unable to organise outings for our volunteers but we keep them in touch with each other and the Centre.

Achievements and Performance

In 2020/21 we had 3, 193 attendances at community activities, events and services organised by WWCA. We transferred activities and events on Zoom wherever possible. As the Pandemic unfolded, we saw a big decline in the number as not everyone could or wanted to participate on Zoom and hall hire was not possible. There was no hall hire at all this year. Although our primary focus is West Watford we attracted users from all over the Borough of Watford and some from neighbouring local authorities. Our users represent our diverse local community.

We have encouraged and supported volunteers to take the lead on many of our new activities. In 2020-21 twenty-seven volunteers gave 489 hours of their time at the community centre or at WWCA organised events. At the national living wage rate this equates to added value of £4, 264. This doesn't take account of the huge amount of time given by our volunteers at home making items for our craft sales and preparing for workshops.

The on-going tough and uncertain economic climate means we are unable to hold our usual fundraising events but thanks to our volunteers we raise £263.50 at our Guitar Evening, and other £304.57 from Matthew Jones who serviced a donated bike and sold it on eBay. During the lockdown we offered majority of our activities free of charge to encourage attendance, to alleviate loneliness and social isolation and not to put on additional financial pressure felt by most. Some users chose to make a small donation to show their support.

While our "in person" services are suspended staff and volunteers dedicate their time to transferring activities online and to help with social isolation, signposting and keeping residents informed about the ever-changing situation.

WEST WATFORD COMMUNITY ASSOCIATION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2021**

Financial review

The income for the year was £58,102 with expenditure of £43,256 giving a surplus for the year of £14,846. The charitable company has designated reserves of £16,865 set aside for specific purposes.

In the light of the continued difficult economic climate with cuts being made to our main funders' income the Trustees have changed target to have unrestricted reserves at a minimum of 75% of one year's core expenditure.

We are grateful to receive additional government support funding through Watford Borough Council. However, as from April 2020 there are no hall hires, it is expected this will affect our finances and activities in the forthcoming year.

Strategic report

The description under the headings "Achievements and performance" and "Financial review" meet the company law requirements for the trustees to present a strategic report.

Principal sources of income

We would like to thank our funders and supporters for their kind support. We received funding and financial donations from:

Watford Borough Council (towards general running costs and rent and additional government support grants)
Herts Community Foundation
Nationally Lottery Community Fund
TJX Europe (employee nomination donation)

In addition, we received donations of services and goods from:

Nij Biswas – live music at Guitar Music Evening and Festive Get-Together, both on Zoom.

Risk management

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Plans for the future

The Trustees aim to:

- For trustees and staff to remain informed with updates about on-going pandemic, related safe health & safety measures, financial impact and partnerships. On-going training for staff and trustees remains the key.
- To re-assess activities and plan for future considering Covid-19 and its impact
- Introduce new activities and monitor uptake.
- To make sure the premises are suitable for current situation and for users to feel safe being indoors while participating in activities.
- To monitor uptake of activities whilst the pandemic is active.
- To remain flexible with activities and schedule to meet the needs of people while considering the ever changing and unstable economic landscape created by the ongoing pandemic and climate change.
- To give users the opportunity to find ways to improve themselves through a variety of activities and volunteering opportunities.
- To consider ways to remain sustainable while you cannot completely plan for insecure/unexpected outcomes created by the pandemic
- The reserves have remained untouched but will be considered if that keeps the charity sustainable.

WEST WATFORD COMMUNITY ASSOCIATION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2021**

Structure, governance and management

The charity was formed as an unincorporated organisation. The charity was subsequently incorporated on 24 September 2010 as a company limited by guarantee and has no share capital. The charitable company took over the association on 01 April 2011 from the previous unincorporated charity. The charitable company was registered as a charity by the Charity Commission on 27 April 2011.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Janet Baddeley (Resigned 5 October 2020)

Lynda Bullock

Paul Cavallari

Susan Ettridge

Peter Granger

Lisa Howlett

Patricia Lee

Chinyanta Nkonkomalimba

Ethaar El-Emir

John Garratt

Stephanie Lennox

Massimo Trebar

All Trustees must live, work or volunteer in West Watford. Trustees are elected annually at the Annual General Meeting (AGM) by members of the local community. The board of Trustees has the power to appoint additional Trustees as it sees fit. New Trustees are recruited from persons identified by current Trustees as having a skill that will benefit the Association. Such persons are appointed until the next AGM when they must retire but are eligible for re-election. All of the Trustees are members of the company and guarantee to contribute £10 in the event of a winding up. Trustees complete a declaration of interests form annually or when their circumstances change.

New Trustees are provided with an information pack. They are supported by the Chair and other experienced Trustees. All new Trustees are offered the opportunity to attend training on their roles and responsibilities. The Trustees are regularly informed of other relevant training and encouraged to attend.

The Trustees set up ad hoc working groups to carry out relevant work between Management Committee meetings. In addition, the Chair, Vice-Chair and Treasurer work on all areas of change, such as the Business Plan, with the staff. These are then taken back to the full Management Committee for comment and ratification.

WEST WATFORD COMMUNITY ASSOCIATION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2021**

Working collaboratively has always been a feature of WWCA's work and we are pleased to be able to provide projects, services and activities in partnership with others. In this way we are able to offer more benefits to our local community than if we worked in isolation. Sharing ideas, expertise and resources is an efficient way of cutting costs, effort and duplication of service. We look forward to continuing and expanding our networks and improving service provision for the people of West Watford. In this period we worked with:

- Alicia Galieni, Textile Artist
- Citizens Advice
- Hertfordshire Constabulary
- Watford and Three Rivers Trust
- Watford Borough Council
- Watford Community Centre Managers' Group

The trustees' report was approved by the Board of Trustees.



Peter Granger

Trustee

Dated: 6 September 2021

WEST WATFORD COMMUNITY ASSOCIATION

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2021

The trustees, who are also the directors of West Watford Community Association for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

WEST WATFORD COMMUNITY ASSOCIATION

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF WEST WATFORD COMMUNITY ASSOCIATION

I report to the trustees on my examination of the financial statements of West Watford Community Association (the charity) for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Gary Howard FCA

Howard Wilson Chartered Accountants
36 Crown Rise
Watford
Hertfordshire
WD25 0NE

Dated: 21 September 2021

WEST WATFORD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

Current financial year

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
<u>Income from:</u>					
Donations and legacies	3	45,404	-	45,404	23,425
Operation of Community Centre in West Watford	4	1,658	10,326	11,984	24,059
Fundraising events and activities	5	305	-	305	2,866
Investments	6	409	-	409	52
Total income		47,776	10,326	58,102	50,402
<u>Expenditure on:</u>					
Fundraising events and activities	7	-	-	-	38
Operation of Community Centre in West Watford	8	35,166	8,090	43,256	62,854
Total resources expended		35,166	8,090	43,256	62,892
Net income/(expenditure) for the year/ Net movement in funds		12,610	2,236	14,846	(12,490)
Fund balances at 1 April 2020		40,733	2,516	43,249	55,739
Fund balances at 31 March 2021		53,343	4,752	58,095	43,249

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

WEST WATFORD COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

Prior financial year

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes			
<u>Income from:</u>				
Donations and legacies	3	23,425	-	23,425
Operation of Community Centre in West Watford	4	19,478	4,581	24,059
Fundraising events and activities	5	2,866	-	2,866
Investments	6	52	-	52
Total income		45,821	4,581	50,402
<u>Expenditure on:</u>				
Fundraising events and activities	7	38	-	38
Operation of Community Centre in West Watford	8	51,428	11,426	62,854
Total resources expended		51,466	11,426	62,892
Net income/(expenditure) for the year/ Net movement in funds		(5,645)	(6,845)	(12,490)
Fund balances at 1 April 2019		46,378	9,361	55,739
Fund balances at 31 March 2020		40,733	2,516	43,249

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

WEST WATFORD COMMUNITY ASSOCIATION

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Current assets					
Debtors	11	659		-	
Cash at bank and in hand		60,487		46,889	
		<u>61,146</u>		<u>46,889</u>	
Creditors: amounts falling due within one year	12	(3,051)		(3,640)	
Net current assets			58,095		43,249
Income funds					
Restricted funds	13		4,752		2,516
<u>Unrestricted funds</u>					
Designated funds	14	16,865		16,865	
General unrestricted funds		<u>36,478</u>		<u>23,868</u>	
			53,343		40,733
			<u>58,095</u>		<u>43,249</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 6 September 2021

Peter Granger
Trustee



Patricia Lee
Trustee



Company Registration No. 07386863

WEST WATFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

West Watford Community Association is a private company limited by guarantee incorporated in England and Wales. The registered office is 15 Harwoods Road, Watford, Hertfordshire, WD18 7RB.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

At the time of approving the financial statements, despite the ongoing and potential effects of COVID-19, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The trustees continue to adopt the going concern basis of accounting in preparing the financial statements and no adjustments to the results or the carrying values declared in these financial statements are required, and none have been made.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Donations and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Grants receivable are recognised in incoming resources when these are receivable except where donors have specified that grants given to the charity must be used in a future accounting period or donors have imposed conditions that have to be fulfilled before the charity is entitled to use that income.

Income is deferred where a donor has specified that the donation or grant is to be used in a future accounting period.

WEST WATFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is included in the Statement of Financial Activities when it is incurred.

The majority of costs are directly attributable to specific activities. Where they are material shared costs are apportioned to activities in furtherance of the objects of the charity.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	25% straight line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

WEST WATFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.11 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

WEST WATFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Donations and gifts	1,138	10
Core grants	44,266	23,415
	<u>45,404</u>	<u>23,425</u>
Grants receivable for core activities		
Watford Borough Council - core grant	23,415	23,415
Watford Borough Council - Covid small business grant	10,000	-
Watford Borough Council - Local Restrictions Support Grant (LRSG)	6,851	-
Watford Borough Council - Closed Businesses Lockdown Payment	4,000	-
	<u>44,266</u>	<u>23,415</u>

WEST WATFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

4 Operation of Community Centre in West Watford

	2021 £	2020 £
Community Centre activities income	1,158	19,478
Grants receivable	10,826	4,581
	<u>11,984</u>	<u>24,059</u>
Analysis by fund		
Unrestricted funds	1,658	
Restricted funds	10,326	
	<u>11,984</u>	
For the year ended 31 March 2020		
Unrestricted funds		19,478
Restricted funds		4,581
		<u>24,059</u>
Grants receivable		
Watford Borough Council - Accommodation	4,300	4,300
Hertfordshire Community Foundation	2,780	-
Locality Budget - Watford Borough Council	-	281
The National Lottery Community Fund	3,246	-
TK Maxx	500	-
	<u>10,826</u>	<u>4,581</u>

5 Fundraising events and activities

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Fundraising events	<u>305</u>	<u>2,866</u>

WEST WATFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

6 Investments

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Interest receivable	409	52

7 Fundraising events and activities

	Total	Unrestricted funds
	2021	2020
	£	£
<u>Fundraising events and activities</u>		
Other fundraising costs	-	38
	-	38

8 Operation of Community Centre in West Watford

	2021	2020
	£	£
Staff costs	26,813	32,378
Tutors costs	-	5,780
Activities costs	66	901
Premises costs	7,169	9,568
Insurance costs	1,293	1,297
Repairs and maintenance costs	3,809	7,516
Office costs	1,792	1,459
Centre equipment costs	-	48
Publicity and promotion	730	827
Travel and subsistence costs	-	106
General expenses	269	272
Legal and professional costs	240	1,653
Volunteer costs	55	29
Governance costs	1,020	1,020
	43,256	62,854

Governance costs comprise of independent examiners fees £1,020 (2020: £1,020). During the year, the independent examiners were also paid £240 in respect of payroll services.

WEST WATFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or expenses during the year (2020: Nil).

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Management and administration	-	1
Activities	2	2
	<u>2</u>	<u>3</u>

Employment costs

	2021 £	2020 £
Wages and salaries	26,553	32,378
Other pension costs	260	-
	<u>26,813</u>	<u>32,378</u>

There were no employees whose annual remuneration was £60,000 or more.

11 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Prepayments and accrued income	<u>659</u>	<u>-</u>

12 Creditors: amounts falling due within one year

	2021 £	2020 £
Accruals and deferred income	<u>3,051</u>	<u>3,640</u>

WEST WATFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			Movement in funds		
	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £	Incoming resources £	Resources expended £
Digital Inclusion (IT)	864	-	(97)	767	-	-	767	-	-
Watford Borough Council Annual Fund 2019	733	-	(731)	2	-	-	2	-	-
Westie LETS Allotment	929	-	(114)	815	-	-	815	-	-
WBC Accommodation Grant	-	-	-	-	4,300	(4,300)	-	-	-
Hertfordshire Community Foundation	4,000	-	(3,349)	651	2,780	(2,889)	542	-	-
Locality Budgets	2,835	281	(2,835)	281	-	(66)	215	-	-
The National Lottery Community Fund	-	-	-	-	3,246	(835)	2,411	-	-
	9,361	281	(7,126)	2,516	10,326	(8,090)	4,752	-	-

Digital Inclusion (IT) is funding to promote digital inclusion in the locality.

The Watford Borough Council Annual Fund is funding to buy sensory play equipment for Toddler Group.

Westie LETS allotment is funding from Tesco Bags of Help towards the costs of the West Watford Inclusive Allotment.

WBC accommodation grant is the provision of premises by Watford Borough Council.

Hertfordshire Community Foundation is funding for our Future in a Virtual World project to create interactive live classes and a good network of off premises social interactions via various application groups and support users to access them.

Locality Budgets is funding from Hertfordshire County Council and Watford Borough Council for building improvements and equipment for the Art Group.

The National Lottery Community Fund is funding for Virtual Social for Creative Time which is for older users to get together on Zoom and use their knowledge to prepare a creative session.

WEST WATFORD COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

14 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2019 £	Resources expended £	Balance at 1 April 2020 £	Movement in funds Incoming resources £	Balance at 31 March 2021 £
Building repair and maintenance fund	17,849	(1,183)	16,666	-	16,666
Westie LETS	199	-	199	-	199
	<u>18,048</u>	<u>(1,183)</u>	<u>16,865</u>	<u>-</u>	<u>16,865</u>

The building repair and maintenance is a provision to cover future repairs and maintenance of the Community Association's premises.

Membership fees paid by the members of the Westie LETS Scheme are designated to fund future running costs of the scheme.

15 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:						
Current assets/ (liabilities)	53,343	4,752	58,095	40,733	2,516	43,249
	<u>53,343</u>	<u>4,752</u>	<u>58,095</u>	<u>40,733</u>	<u>2,516</u>	<u>43,249</u>

16 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

